WinTen² TenDocs User Manual

This user manual is meant to provide guidance on the WinTen² TenDocs program.

TenDocs is a Web-based document imaging and archiving program integrated with the WinTen² suite of programs. With this program, you have the ability to scan all your agency's electronic files and documents into a secure archive. When TenDocs is launched, you can scan, print, and/or e-mail all your agency's stored documents, document images, records, reports, etc. that you use in WinTen² or any of your daily work processes.

Quick Load

TenDocs Quick Load is a stand alone Windows application, used in conjunction with TenDocs, that is used for scanning and archiving "non-Tenmast" electronic files/documents that you want to store in the TenDocs archive, but are not associated/linked with any record in your Tenmast system (WinTen²). With Quick Load, you do not need to be working in WinTen² programs to scan/archive a document.

Quick Load For Centralized Scanning

There is a separate Quick Load application for agencies that use centralized scanning. This can be used to quickly tag and archive documents/images previously scanned into your agency's "to be archived" file directory. With Quick Load for Centralized Scanning, you do not need to be working in WinTen² programs to tag and archive a document.

Note: Quick Load interacts with a scanner to quickly scan and load documents with minimal tagging into the archive. Quick Load for Centralized Scanning does not interact with a scanner and allows you to quickly add detailed tagging and then file already scanned documents.

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Document Categories and Types

Document Categories

TenDocs files documents under document categories, which are groupings of information (or "tags") that can be associated with a document, such as "Household," "Asset," and "Work Order." These categories are then broken down even further into document types; for example, the "Household" category can be filtered down into types such as "Birth Certificate," "Driver's License," or "Lease." Thinking of the TenDocs archive as a boundless online filing cabinet, Tenmast software modules and the document categories they encompass are the file drawers and folders, and document types are the documents located within.

For example: ORC module (file drawer) > Tenant's file folder > Household category > Birth Certificate document type.

The default categories, provided at setup, are:

- **Administrative:** This category should be used for documents related to the administrative functions of your agency.
- **Asset:** This category is used for documents related to fixed asset inventory items.
- **Board:** This category is used for documents associated with your board of directors, such as board minutes and resolutions.
- **Contracts:** This category should be used for documents related to any of your agency's outside contracts.
- **Employee:** This category is used for documents related to a single payroll employee.
- **Executive:** This category is used for documents pertaining to your agency's executive-level of business.
- **Financial:** This category is for documents related to accounts payable information, such as invoices.
- **History:** This category is for bulk archiving old documents for which additional tagging is unnecessary.
- **Household:** This category is used to track any documents related to a household, family member, or anything to do with a certification or tenant.
- **HUD:** This category is for HUD correspondence documents unrelated to WinTen² data, such as audit-related documentation.
- **Public Housing Unit:** This category is used for documents related to a single public housing unit.
- **Other:** This category is only used for those miscellaneous documents that cannot be easily categorized in any other category.
- **Report:** This category is used to archive reports in each WinTen² program.
- **Vendor:** This category is used to for documents related a specific vendor. It can also be used to scan a document related to a single invoice or purchase order.

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- **Work Order:** This category is used for documents related to a single work order.
- **Section 8 Property:** This category is used for documents related to a single Section 8 property.

Note: Inspections should be considered PH Unit or Section 8 Property documents.

Document Types

Document categories are then broken down even further into user-defined document types. You are then able to filter a table of documents from these variables. For example, common document types in the Household category are:

- Asset Verification
- Income Verification
- Birth Certificate
- Drivers License
- Lease
- Release of Information

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WinTen² TenDocs Access Points

Listed below are the WinTen² programs and specific screens where TenDocs is accessible:

Administrative Document Category

Available only through Quick Load.

Asset Document Category

Fixed Assets: Maintain Assets screen > Main tab

Board Document Category

Available only through Quick Load.

Contracts Document Category

Available only through Quick Load.

Employee Document Category

Payroll: Maintain Employee screen > General tab

Executive Document Category

Available only through Quick Load.

Financial Document Category

Available only through Quick Load.

History Document Category

Available only through Quick Load.

Household Document Category

Applicant List: Maintain Applicants screen > Applicant tab

Occupancy and Rent Calculation: Tenant Detail screen > Main tab

Section 8 Tenant & Landlord: Maintain Tenants screen > Tenant Data tab

Tenant Accounts Receivable: Tenant Management screen > Tenant Information tab

Tenant Accounts Receivable: Maintain Customer Information screen > Customer Information tab

PH/S8 Desktop Inspections: Inspection Detail screen > Main tab > Print/Print Preview icon > Print Inspection Reports screen

HUD Document Category

Available only through Quick Load.

Other Document Category

Available only through Quick Load.

Public Housing Unit Document Category

Occupancy and Rent Calculation: Maintain Unit Information screen > Main tab

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PHAS: Maintain 50072 Form Submissions screen > Main tab; Maintain Unit Information screen > Main tab

Tenant Accounts Receivables: Maintain Unit Information screen > Main tab

Work Order: Maintain Unit Information screen > Main tab

Report Document Category

All programs: Reports screen

Occupancy and Rent Calculation: Tenant Detail screen > Reports menu icon > Tenant Reports screen

Section 8 Tenant & Landlord: Maintain Tenants screen > Reports menu icon > Tenant Reports screen

Accounts Payable: Process Checks Wizard > Pre-Check Report/Expense Allocation Report/Check Listing Report

Payroll: Process Checks Wizard > Pre-Check Report/Pre-Posting Report.

Section 8 Tenant & Landlord > Process Checks Wizard > Pre-Check Report/Posting Report

Section 8 Property Document Category

Occupancy and Rent Calculation: Maintain Unit Information screen > Main tab

Section 8 Tenant & Landlord: Maintain Housing Unit screen > General tab

Rent Reasonableness: Maintain Housing Unit screen > General tab

Vendor Document Category

Accounts Payable: Maintain Invoice Detail screen

Accounts Payable: Maintain Vendor screen > Main tab

Purchase Orders: Maintain Orders screen > Main tab

Work Order Document Category

Work Order: Maintain Work Orders screen > Main tab

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Using TenDocs

When working with TenDocs, documents you want to archive are separated into two categories: Tenmast documents and non-Tenmast documents. “Tenmast documents” are any electronic files/documents that you want to associate/link with a record in your Tenmast system (WinTen²); “Non-Tenmast” documents are a broad range of electronic files/documents that you want to store in the TenDocs archive, but are not associated/linked with any record in your Tenmast system (WinTen²).

The TenDocs Archive screen, when accessed from a WinTen² program, can scan, archive, and tag/associate Tenmast documents.

Accessing TenDocs Archive Screen

Viewing & Sorting Documents in Archive

Scanning Tenmast Documents into Archive

Printing Tenmast Documents into Archive

Archiving WinTen² Reports

Viewing Archived Reports

Printing Archived Documents

E-mailing Archived Documents

Faxing Archived Documents

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Accessing TenDocs Archive Screen

You can access the TenDocs Archive screen three ways depending on what you want to do, as well as your individual security rights.

1. From WinTen² Maintenance screens: Click on the toolbar of any maintenance screen. The TenDocs Archive screen opens.

Example: *The Tenant Detail screen in Occupancy and Rent Calculation (if the screen has multiple tabs, the icon is usually found on the first tab).*

2. From WinTen² Reports screens: Click on the toolbar of any reports screen and select "View Archived Report" from the menu that appears. The TenDocs Archive screen appears.

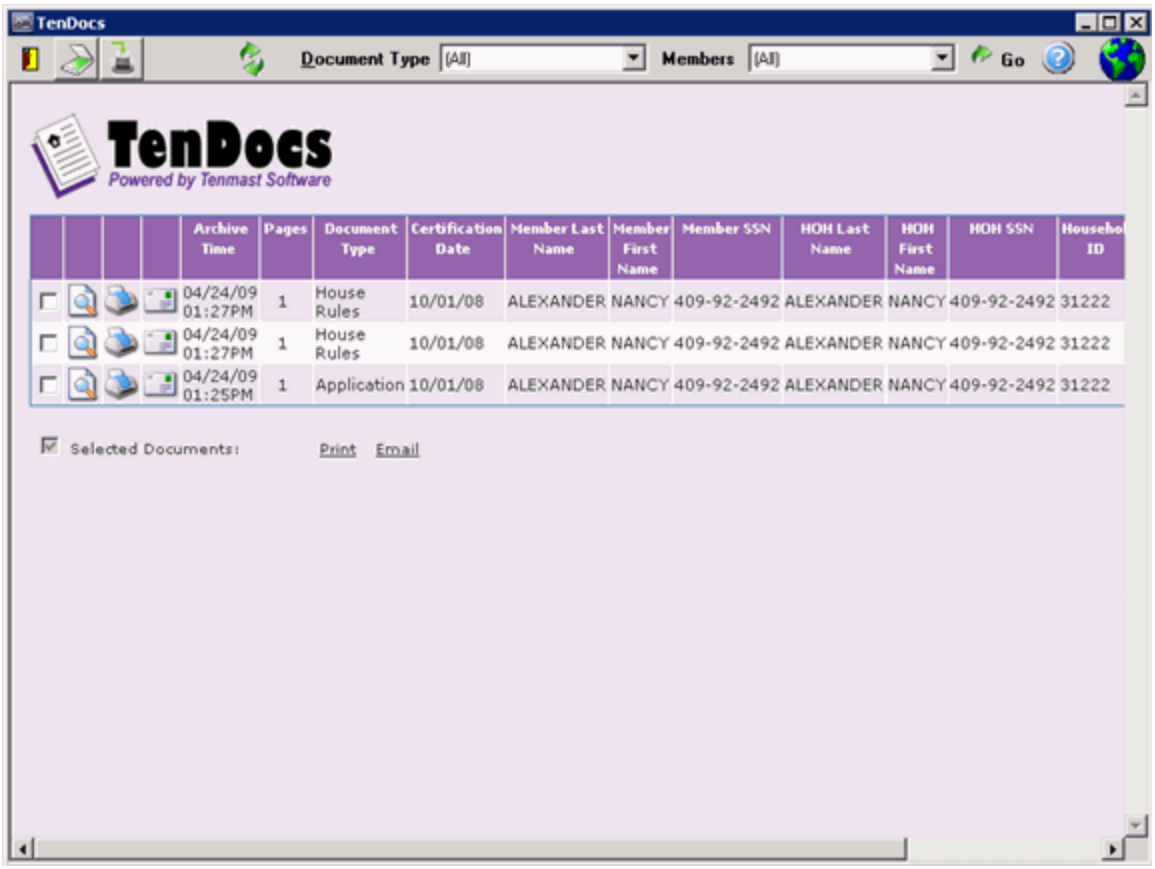
   OR

3. From Maintenance screens where the Reports Menu icon is available: Click the icon , and then click

on the Tenant Reports screen that appears. The TenDocs Archive screen appears.

Example: *The Main tab of the Tenant Detail screen in Occupancy and Rent Calculation.*

TenDocs Archive Screen



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- Use the green navigation arrows on the toolbar to go backwards or forward in the sequence of TenDocs screens in which you have been working.
- Use to refresh the data on the screen. For example, if you have just scanned a document and want to view its information as soon as possible in the document table.
- Click to exit out of the TenDocs Archive screen and return to the WinTen² screen from which you accessed TenDocs.

From this screen, you can:

- View/sort your current archived documents
- Scan Tenmast documents into the archive
- Print a document/batch of documents
- E-mail a document/batch of documents
- Fax a document/batch of documents (if your agency has a fax license)

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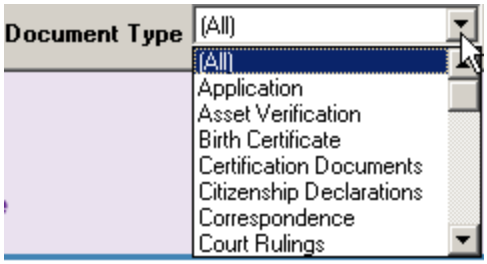
Viewing & Sorting Documents in Archive

Once on the TenDocs Archive screen, you will see your archived documents in a table. To filter the table to only show certain document types, use the document type drop-down list at the top of the screen. The document types displayed in the list depend on the program from which you accessed TenDocs, and what type of document category is represented. For example, if you accessed TenDocs from the Tenant Management screen in Tenant Accounts Receivable, the Household document category is represented in that area of that program. Therefore, only document types pertaining to that category will be available to sort with.

1. Select a document type from the drop-down list and click Go. All archived documents that match the specified document type will display in the table below.



2. You have the choice to organize the document table to your individual preferences by sorting any, or all, of the table's columns. To sort the table columns, click the column header link(s). The table will then sort the list of documents accordingly, alphabetically or by date. For example, if you click the Document Type column header, the table will sort alphabetically by the document type's first letter (A-Z).

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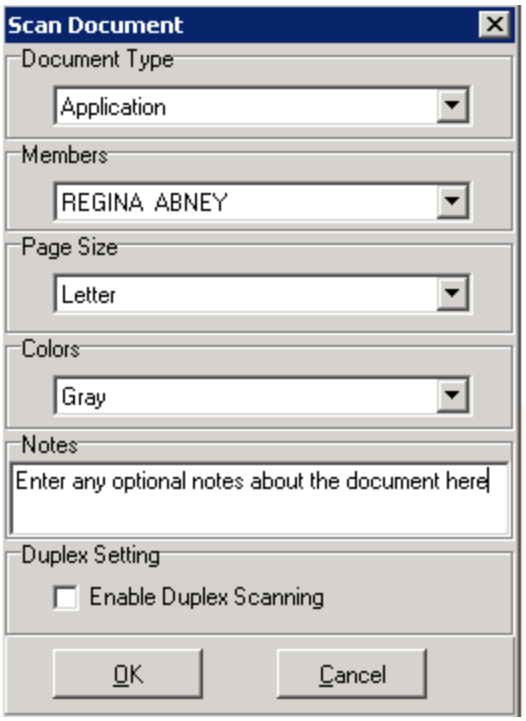
Scanning Tenmast Documents into Archive

"Tenmast documents" are any electronic files/documents that you want to associate/link with a record in your Tenmast system (WinTen²). For electronic Tenmast documents/files found IN WinTen² programs that you want to associate/link with a record in your Tenmast system (WinTen²), use the Scan Document feature.

Note: For Tenmast files/documents NOT found in WinTen² programs that you want to associate/link with a record in your Tenmast system (WinTen²), use the Print to Archive feature. See "Printing Tenmast Documents into Archive" on page 13

1. Access the **TenDocs Archive screen** .
2. Click on the toolbar and select "Scan Document" from the menu that appears. A **Scan Document box** opens.
3. Select the **document type** of the document you want to scan/archive from the drop-down list.
4. If you have selected a document type categorized under the household document category, please specify the household **member** to whom the document pertains.



5. Choose the **page size**, letter or legal, of the document you want to scan/archive.
6. Select the **color** scheme for the scanned document: BlackWhite, Gray, or Color.

Note: The "gray" color scheme is best for documents with signatures, as well as most scanned documents.

7. Enter any optional **notes** about the document in the textbox.

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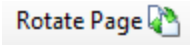
8. If the document you are scanning has information you want to archive on both sides, check the checkbox to **enable duplex scanning**.
9. Click OK to begin the scan. A preview screen appears where you can view the document as it will be scanned/archived.

Note: If the document was accidentally scanned upside down, you can rotate and correct it before saving it to the archive. Click 

at the bottom of the preview screen to rotate the document 90 degrees. If the scanned document has more than one page, click

to rotate every page in the scanned document 90 degrees.

10. To accept the scan and archive the document, click SAVE at the bottom of the screen. To cancel the scan and not archive the document, click DISCARD. You are returned to the **TenDocs Archive screen** to scan another document, if necessary. Also, after saving on the preview screen, the document is now stored and available to work with in the TenDocs archive.

Note: After scanning, the document may take a few minutes to appear in the archived document table. Click ***periodically to refresh the data on the screen and display recently scanned document(s).***

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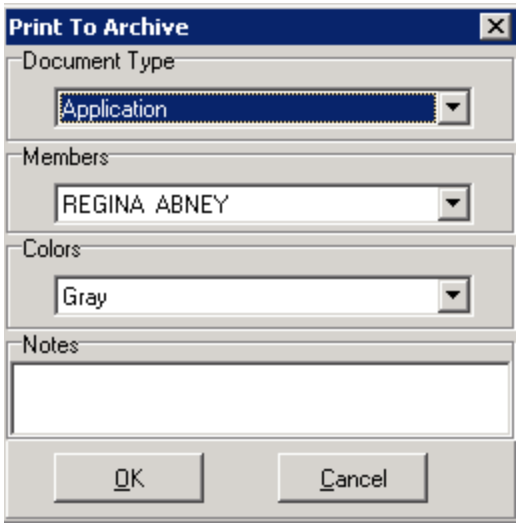
Printing Tenmast Documents into Archive

For Tenmast documents/files NOT found in WinTen² programs that you want to associate/link with a record in your Tenmast system (WinTen²), use the Print to Archive feature. The Print to Archive option allows you to tag AND archive this type of document without having to physically print the document.

For Tenmast files/documents found IN WinTen² programs that you want to associate/link with a record in your Tenmast system (WinTen²), use the Scan Document feature. See "Scanning Tenmast Documents into Archive" on page 11

1. Access the **TenDocs Archive screen** .
2. Click on the toolbar and select “Print to Archive” from the menu that appears. A **Print to Archive box** opens:



3. Select the **document type** of the document you want to scan/archive from the drop-down list.
4. If you have selected a document type categorized under the household document category, please specify the household **member** to whom the document pertains.
5. Select the **color** scheme for the scanned document: BlackWhite, Gray, or Color.

Note: The “gray” color scheme is best for documents with signatures, as well as most scanned documents.

6. Enter any optional **notes** about the document in the textbox.
7. Click OK to begin the scan. A message appears stating that you can now print the non-tenmast document you want archive using the TenDocs printer.
8. Open the document you want to archive in any program with printing capability (such as Microsoft Word/Excel or Adobe Acrobat), and print the document using the TenDocs printer. The document will then be placed in the archive and tagged with the document information you previously set up on the **Print to Archive screen**.

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Hint: *You also have the ability to print multiple documents, in succession, to the archive. After entering the document's type, color, and notes and then clicking OK on the Print to Archive screen, a message will appear asking if you have more documents to archive. Selecting YES will bring up the Print to Archive screen again in order to archive additional documents.*

Note: After scanning, the document may take a few minutes to appear in the archived document table. Click ***periodically to refresh the data on the screen and display recently scanned document(s).***

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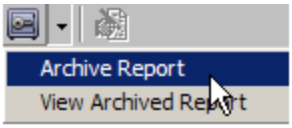
Archiving WinTen² Reports

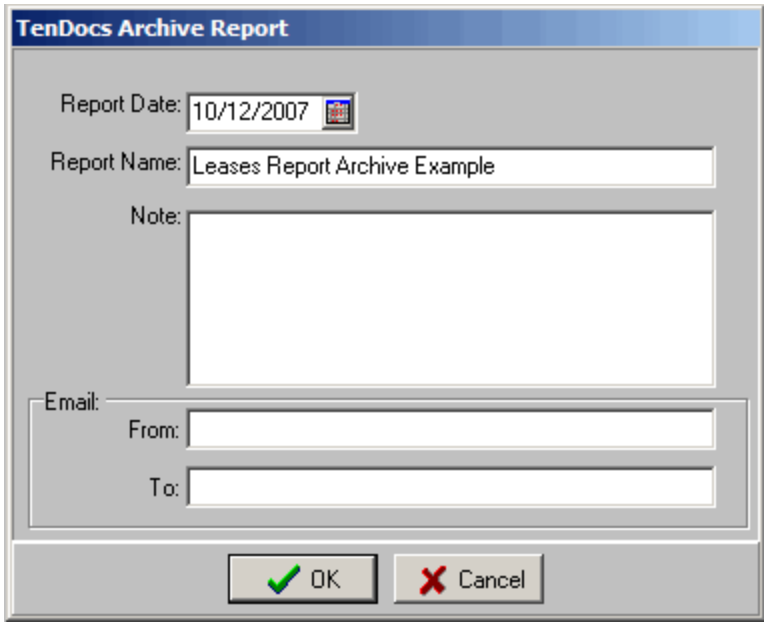
With TenDocs, you can archive WinTen² reports quickly and easily from either any WinTen² program Reports screen or from the Tenant Reports menu.

From Reports screens:

1. Access a WinTen² program's **Reports screen**.
2. Specify the report's criteria.
3. Click to preview the report for accuracy.
4. Click the TenDocs icon drop-down list on the toolbar and select "Archive Report" from the menu that appears:



The **TenDocs Archive Report screen** opens:



5. Edit the **report date** and **report name**, if necessary.
6. Enter an optional **note** about the report in the space provided.
7. To **e-mail** the report, enter the appropriate e-mail addresses in the From: and To: fields.

Note: The TenDocs e-mail tool is NOT integrated with Microsoft Outlook so you must type out the full e-mail address(es)!

8. Click OK to archive the report. If you have entered e-mail information, the report will be e-mailed. The report is now available to work with in the TenDocs Archive screen.

From the Reports Menu icon:

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1. From Tenant Maintenance screens where the Reports Menu icon is available (such as Occupancy and Rent Calculation), click the icon . The **Tenant Reports screen** appears.

2. Check the checkbox of the report you want to archive and then click

. The report is automatically archived and viewable from the **TenDocs Archive screen**.

Note: Since the reports accessed from the Reports Menu icon are all tenant/household document types, they do not need to be tagged and/or labeled as such before archiving. Therefore, the archive screen is not needed/does not appear here.

Note: For more information on the "Waiting for other documents to finish archiving..." message that may appear when archiving WinTen² reports, please see Resetting an Interrupted Scan.

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Viewing Archived Reports

After archiving a report, you can then view and work with the report on the **TenDocs Archive screen**.

1. On any WinTen² program's Reports screen, click the TenDocs icon drop-down list on the toolbar and select "View Archived Report" from the menu that appears. The **TenDocs Archive screen** opens.
2. You can then preview, e-mail, print, or fax the archived reports (if your agency has a fax license).

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Printing Archived Documents

To Preview a Document

1. In the document table, click in the row of the document you want to preview as it will be printed. A **Preview screen** will appear with the first page of the document displayed.
2. Use the **view settings** to zoom in/out of the document page.
3. To fax, print, or e-mail the document page from this screen, use the links at the top of the screen. Please note that you can only e-mail/print/fax the one page of the document displayed on the screen.

Note: The fax option is only available if your agency has a fax license.

4. Use the page navigation options to select a specific page of the document to view. You can select a specific page from the **select page** drop-down list; or, click the **Next** and **Prev** page links.
5. Click to return to the **TenDocs Archive screen**.

To Print an Individual Document

1. In the document table, click in the row of the document you want to print.

To Print Multiple Documents

1. In the document table, check the checkboxes in the rows of the documents you wish to print.
2. Click the **Print** link at the bottom of the screen.

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E-mailing Archived Documents

You have the ability to e-mail documents from the TenDocs archive.

Note: The TenDocs e-mail tool is a stand alone tool and does not interface with Microsoft Outlook or any other e-mail application so must type out the full e-mail address(es)!

1. In the document table, click in the row of the document you want to e-mail. An **E-mail screen** will appear.
2. Enter the appropriate information in the e-mail document fields, such as "To," "From," "Subject," etc.

Hint: *If you'd like to keep a history of all e-mails you send from TenDocs, make sure to carbon copy ("cc") your own e-mail address on every TenDocs e-mail you send.*

3. Click SEND to send the e-mail; or, click CANCEL to cancel the e-mail and return to the **TenDocs Archive screen**.
4. Click to return to the **TenDocs Archive screen**.

Note: To e-mail multiple documents, check the checkboxes of the documents you wish to e-mail, and then click the E-mail link at the bottom of the screen.

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Faxing Archived Documents

For agency's that have a fax license, you have the ability to fax documents from the TenDocs archive.

1. In the document table, click in the row of the document you want to fax. A Fax screen appears.
2. Enter the appropriate information in the fax document fields.
3. Click SEND to send the fax; or, click CANCEL to cancel the fax and return to the **TenDocs Archive screen**.
4. Click to return to the **TenDocs Archive screen**.

Note: To fax multiple documents, check the checkboxes of the documents you wish to fax, and then click the Fax link at the bottom of the screen.

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Quick Load Overview

TenDocs Quick Load is a stand alone Windows application that can be used in three ways depending on your agency's scanning policy. With Quick Load, you do not need to be working in WinTen² programs to scan/archive a document.

Quick Load

1. Scanning and archiving "non-Tenmast" electronic files/documents that you want to store in the TenDocs archive, but are not associated/linked with any record in your Tenmast system (WinTen²).
2. Printing "non-Tenmast" documents from Microsoft Word, Excel, or Adobe Acrobat into TenDocs archive.

Quick Load for Centralized Scanning

3. Quickly tagging and archiving documents/images previously scanned into your agency's "to be archived" file directory (usually used by agencies with centralized scanning).

Hint: *Use Quick Load to archive all those "non-Tenmast" documents clogging up your filing cabinets; and after scanning these documents into the archive, you can shred them and throw them away!*

Note: Quick Load interacts with a scanner to quickly scan and load documents with minimal tagging into the archive. Quick Load for Centralized Scanning does not interact with a scanner and allows you to quickly add detailed tagging and then file already scanned documents.

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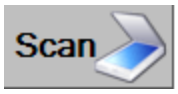
Scanning Non-Tenmast Documents into Archive

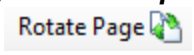
You can quickly scan and archive "non-Tenmast" documents that you want to store in the Ten-Docs archive, but are not associated/linked with any record in your Tenmast system (WinTen²). Note: "Tenmast documents" are any electronic files/documents that you want to associate/link with a record in your Tenmast system (WinTen²).

1. Double-click the TenDocs Quick Load desktop icon. The **TenDocs Quick Load screen** opens.
2. Select the document **category** of the document you want to scan from the drop-down list. The fields displayed on the screen will depend on the chosen category.
3. Enter the document's information, as necessary.
4. Select the **color** scheme for the scanned document: BlackWhite, Gray, or Color.

Note: The "gray" color scheme is best for documents with signatures, as well as most scanned documents.

5. Choose the **page size**, letter or legal, of the document you want to scan/archive.
6. If the document you are scanning has information you want to archive on both sides, check the checkbox to **enable duplex scanning**.
7. Click 

. A preview screen appears where you can view the document as it will be scanned/archived.

Note: If the document was accidentally scanned upside down, you can rotate and correct it before saving it to the archive. Click 

at the bottom of the preview screen to rotate the document 90 degrees. If the scanned document has more than one page, click

to rotate every page in the scanned document 90 degrees.

8. To accept the scan and archive the document, click SAVE at the bottom of the screen. To cancel the scan and not archive the document, click DISCARD. You are returned to the TenDocs Quick Load screen to scan another document, if necessary. Also, after saving on the preview screen, the document is now stored and available to work with in the TenDocs archive.

    - To access the TenDocs document archive, click View Archive on the toolbar. The T**enDocs Archive screen** opens.
    - To work with Quick Load settings, click the File menu and select "Settings" from the menu that appears.
    - To exit out of Quick Load, click the File menu and select "Exit" from the menu that appears; or, click .
    - To clear the fields and begin a new scan, click CLEAR FORM.

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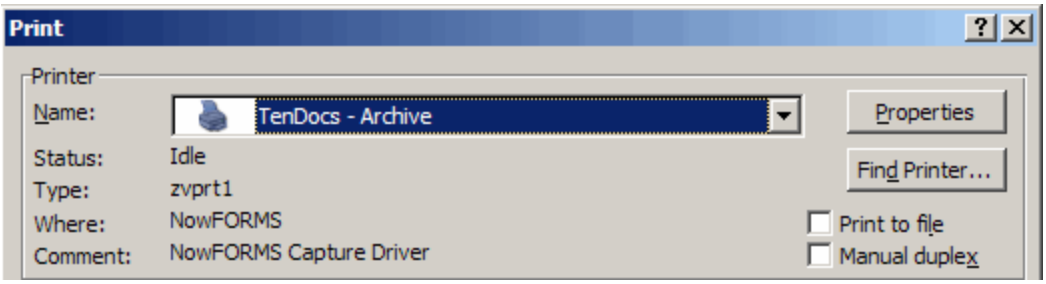
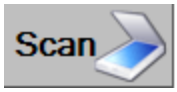
Printing Documents from Word, Excel, Adobe Acrobat into Archive

If you are working with a "non-Tenmast" document in Microsoft Word, Excel, or Adobe Acrobat, you have the option to archive that document into TenDocs directly from the Word/Excel/Acrobat interface.

1. In Word/Excel/Adobe, save the document you want to archive.
2. Click the File menu and select "Print." The **Print window** appears.
3. Select the TenDocs Archive printer from the **printer name** drop-down list:



4. Click OK. The **Quick Load screen** opens.
5. Select the document **category** of the document you want to scan from the drop-down list. The fields displayed on the screen will depend on the chosen category.
6. Enter the document's information, as necessary.
7. Select the **color** scheme for the scanned document: BlackWhite, Gray, or Color.
8. Choose the **page size**, letter or legal, of the document you want to scan/archive.
9. If the document you are scanning has information you want to archive on both sides, check the checkbox to **enable duplex scanning**.
10. Click 

. A message box, pertaining to your specific scanner, appears to finish the scanning process. You are then returned to the TenDocs Quick Load screen to scan another document, if necessary. Also, after scanning, the document is now stored and available to work with in the TenDocs archive.

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Resetting an Interrupted Scan

If you are scanning/archiving multiple page documents, or scanning/archiving documents in quick succession, you will sometimes receive a message that states: “Waiting for other documents to finish archiving...” This message indicates that there are other documents in your printer queue that are waiting for their turn to archive. In most instances, the message will disappear quickly as the other documents complete the archive process. However, if the message stays present on the screen, and there are no other documents/printer jobs displayed in your printer queue, your archive attempt has been interrupted and you will need to reset your scan.

1. Click CANCEL to clear the message (and to cancel the archiving of the other non-existent documents).
2. Open Quick Load and select “Reset Interrupted TenDocs Scan” from the File menu. The archiving of the other non-existent documents has been cancelled and your scanned document is now successfully archived.

Hint: *You can check your printer queue by either double-clicking on the printer icon in your System tray, or by navigating to the TenDocs - Archive printer settings (Start menu > Printers and Faxes > TenDocs - Archive printer).*

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Tagging & Archiving Scanned Documents

The purpose of Quick Load is to quickly tag and archive documents/images previously scanned into your agency's "to be archived" file directory.

Access Quick Load

1. In the TenCentral panel, click the WinTen² .NET link. The WinTen² .NET **Home tab** appears.
2. Under the TenDocs heading, select the Quick Load sub-heading. The **Quick Load tab** opens.

Select Scanned Documents Repository

This is your agency's "to be archived" file directory. It is the central location where all scanned documents/files are saved after scanning.

3. Click BROWSE to locate your agency's scanned file directory in the **Browse for Folder window**.

Select File(s) to Tag

You are able to work with the following file types in Quick Load: .jpg, .tif, and image-based .pdfs.

4. Once you have selected the appropriate folder/file location, click OK. The **Quick Load tab** appears again with all the file's located in the directory displayed in a list.
5. Check the checkbox(es) of the file(s) you want to tag. As you check each box, the selected file will appear in the Preview area located on the right side of the **Quick Load tab**.
6. After selecting the appropriate checkboxes, click anywhere outside of the file list.
7. Select the document **category** of the document(s) you want to archive. The fields displayed on the screen will depend on the chosen category.

    - **Asset:** After selecting this category, a table appears with all your agency's active asset records displayed. You can then select the asset record you want tagged/associated to the selected file(s).
    - **Employee:** After selecting this category, a table appears with all your agency's active employee records displayed. You can then select the employee record you want tagged/associated to the selected file(s).
    - **Household:** After selecting this category, a Search button appears. After clicking Search, a Person Search screen opens where you can search for the appropriate tenant(s) you want tagged/associated to the selected file(s). You can also select a certification date to associate to the document(s).

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- **Public Housing Unit:** After selecting this category, a table appears with all your agency's active units with its current tenant displayed. You can then select the PH unit record you want tagged/associated to the selected file(s).
- **Section 8 Property:** After selecting this category, a table appears with all your agency's active Section 8 properties with its current owner displayed. You can then select the S8 property record you want tagged/associated to the selected file(s).
- **Security Incident:** After selecting this category, a Search button appears. After clicking Search, a Security Incident Report screen opens where you can search for the security incident you want tagged/associated to the selected file(s).
- **Trespasser:** After selecting this category, a Search button appears. After clicking Search, a Person Search screen opens where you can search for the appropriate trespasser you want tagged/associated to the selected file(s).
- **Vendor:** After selecting this category, a table appears with all your agency's active vendor records displayed. You can then select the vendor record you want tagged/associated to the selected file(s).You can also enter a document date, reference number, grant code, or contract ID to the document(s).
- **Work Order:** After selecting this category, a Search button appears. After clicking Search, a Work Order Search screen opens where you can search for the appropriate work order you want tagged/associated to the selected file(s).You can also select a certification date to associate to the document(s).

8. Select the **document type** of the document(s) you want to archive from the drop-down list.
9. Enter any optional **notes** about the document(s) in the textbox.
10. To apply the tagging and archive the document(s), click on the toolbar at the top of the screen.
11. If a file you are working with is a .tif file and it has multiple pages, an Archive Page Selection window appears where you can select to either archive all pages, archive the current page, or archive specific pages. If you choose to archive specific pages, enter the page numbers you want to archive in the **pages** textbox.
12. You can now tag and archive another document, or set of documents, if necessary. Also, the document is now stored and available to work with in the TenDocs archive.

Note: If you need to edit tags for an already archived document, you can do so in the TenDocs Archive.

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Glossary

A

archive

Storing document images in a secure database.

archive browser

The archive browser is the hub for all your document archive activity where you view/sort your current archived documents, search for specific documents, print a document/batch of documents, e-mail a document/batch of documents, and/or fax a document/batch of documents (if applicable).

archive time

System time/date a document image was archived.

C

centralized scanning

One primary area/scanner is used for multiple users.

D

document category

The name given to a group of similar documents, such as "Household," "Asset," or "Work Order." Note: Document categories are NOT user-defined (document categories are set up and defined only before implementation of the TenDocs system).

document tag

Units of information automatically "assigned" to a document once it is given a document category. These "tags" can then be used as search criteria when locating a document in the archive. For example, the Household document category includes documents that have some of the following "tags" that people can use to locate a household document in the future: head of household first name, last name, SSN, etc.

document type

Method of organizing scanned/archived documents so you can find and access them later; for example, the birth certificate document type. Note: Document types are user-defined (HA's can add document types as they wish).

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duplex scanning vs. simplex scanning

Duplex scanning automatically scans both the front and back of a document; simplex scanning only scans one side of a document. Note: all duplex scanners are able to scan in simplex mode, while simplex scanners can only scan one side at a time.

L

local scanning

Each user has their own scanner.

N

non-Tenmast document

A broad range of electronic files/documents that you want to store in the TenDocs archive, but are not associated/linked with any record in your Tenmast system (WinTen²).

S

scan

Using a scanner to create a digital image of a document.

T

Tenmast document

Any electronic files/documents that you want to associate/link with a record in your Tenmast system (WinTen²).

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About Tenmast Software

Company Information

Tenmast is an established leader in providing excellent software and expert support to the public housing industry. We produce software for managing tenant and financial data, tracking maintenance activities, performing unit inspections, and producing standard HUD and agency-specific reports and data reporting files. We have been automating housing authorities across the United States since 1985.

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